

How Do I Complete My Self Assessment

Employee Self Assessment Examples

Factors 1-6

**Modify thinking
from
“WHAT” (the activity) and “HOW” (the level of performance)
to the
“WHY” (the benefit that helps meet the mission) and “WHO” (the customer)**

Remember to think in terms of *cause* and *effect*

“I did A that resulted in B which is related to the mission.”

The following examples along with the accompanying comments are intended to illustrate how contribution can be captured in the employee's comments in order to fully and clearly state your contribution.

Supervisor Assessment Examples

Factor 1 Problem Solving-Some Good Examples

- Conducted an analysis of contaminated water samples for the Army Corps of Engineers which provided time-critical environmental contamination information on <specified site>.
- Completed R&D strategic plans for new division focus areas (FY98-02) with minimal branch and division guidance. These plans are based on the HRC Defense Technology Objective, customer-identified deficiencies, and core research areas. Plans resulted in over \$3M budgeted to new programs for FY98-02.
- Designed and implemented study to demonstrate the impact of the mission ready technician training program on operational performance. Use of the data saved over \$3M in a single course. Savings used to support stand-up of additional course, which would not have been funded in training budget projections.

Supervisor Assessment Examples

Factor 1 Problem Solving-Some Good Examples

- Developed innovative scenario-based approach to performance measurement. Recent field tests resulted in laudatory letters of appreciation and \$200K in additional funding for further position development.

COMMENT: In the above example, the contribution (outcome) is in securing the additional funding; the laudatory letters merely add more weight to it.

- Developed innovative approach to identifying and forecasting training requirements for application in XXX Command. This approach will provide these customers with near-real-time requirements identification and an entirely new capability to build career field education and training plans for personnel.

Supervisor Assessment Examples

Factor 1 Problem Solving-Some Not-So-Good Examples

- Led project for PR DLTS implementation

COMMENT: What does this mean? Again, it is best to avoid cryptic jargon wherever possible. In this case, it is very difficult to even presume implied contribution

- Independently defined, led, and managed challenging, innovative, technically complex and multidisciplinary activities in <acquisition area> consistent with general management guidance.

Supervisor Assessment Examples

Factor 2 Teamwork / Cooperation-Some Good Examples

- This employee worked with <other named directorate> on the <acronym> susceptibility test. This test is helping to build relationships across directorates that will result in more work and better utilization of advanced technologies. Data from this test will help designers of both military and commercial satellites understand how to mitigate EMI susceptibility of small satellites.

COMMENT: Appropriate use of acronyms. One does not need to understand the acronym in order to see the effort and resulting contribution

- Maintained continuous contacts with AF procurement community to promote the use of in-house VHSIC Hardware.

Supervisor Assessment Examples

Factor 2 Teamwork / Cooperation-Some Good Examples

- Definition Language models as procurement specifications. This in turn avoided unnecessary acquisition costs associated with the older, less accurate method of specifying VHSIC component acquisitions.
- Served as key Army representative/member of a DoD team developing a single process initiative for all weapon systems built by <named contractor>. Estimated \$5M per year cost savings as a result of the implementation of this new process.

Supervisor Assessment Examples

Factor 2 Teamwork / Cooperation-Some Not-So-Good Examples

- Integration of commercial products and software to military-unique needs.
- Info on <tech subject> to <named industrial company>. Info to <other lab directorate> on effects of <tech subject>. Info/expertise shared with other divisions

Supervisor Assessment Examples

Factor 3 Customer Relations-Some Good Examples

- Contacted several customers during ATD process to introduce them to <acronym> technology. Consequently, we were able to successfully integrate AF high-altitude efforts into the Navy' s DTO for <another project acronym>. This joint effort secured approximately \$250K in extramural funding for FY98.

COMMENT: The classic case of contribution in this factor: an activity that brings in funds

- Successfully led the team that developed a \$1.5M rotary rig for the vertical wind tunnel facility. This new capability has enabled our organization to capture test programs in support of the joint strike fighter and the <DoD-external> program.

Supervisor Assessment Examples

Factor 3 Customer Relations-Some-Not-So-Good Example

- Developed tools to form the basis for demonstrations, technical reviews, and marketing efforts for <technical area>. Provided unique, PC-compatible demonstration mode.

COMMENT: What is the subject? What is the payoff?

- Extensive background and knowledge of state-of-the-art developments in computer applications critical to <specialized technical area>.

COMMENT: Talents inherent in employees are not contributions.

- Successful <specified directorate> proposal.

Supervisor Assessment Examples

Factor 4 Leadership / Supervision-Some Good Examples

- Performed duty as the ASTARS focal point for the branch, saving time and effort on the part of all managers with ASTARS reporting requirements.

COMMENT: Here is a great example of how “extra duty assignments” contribute to the mission

- Ensured the continued productivity of the WXYZ branch by serving as Acting Chief during several extended periods while maintaining all other activities including contract management and in-house acquisition efforts.

- Maximized productivity of the group by inspiring cooperation among development teams made up of in-house personnel, contractors, and - representatives from academia and industry.

COMMENT: This statement shows that even the more intangible kinds of contribution can be explained

Supervisor Assessment Examples

Factor 4 Leadership / Supervision-A-Not-So-Good Example

- Led a 50-person integration effort for <technical project>. Served on several <technical subject> sub-IPTs. Cooperated with other acquisition efforts in the area of laser development, facilities, and sensor development.
- Managed the in-house and contractor XYZ team at the <technical facility>.

Supervisor Assessment Examples

Factor 5 Communication-Some Good Examples

- Provided written input to NATO working party report on <technical subject> that fostered international coordination of U.S. procurement this subject area..
- Wrote sources-sought synopsis for major division procurement that enabled planned procurement milestones to be met.
- Managed Branch-X' s presentation for the Buy Plan this year. The plan showed the complete listing of viewgraphs that were required, and showed what emphasis areas were to be presented, and who was responsible for each. This allowed team members to see how their parts fitted into the entire presentation, and the importance of the viewgraphs they were preparing.
- Developed and instituted a formal agreement between the <organization> .and XXX Command defining the long,term working relationship, concept of operations, and roles and responsibilities. This agreement became the model for all future XXX Command mission-area units doing business with the <organization>.

Supervisor Assessment Examples

Factor 5 Communication-Some Not-So-Good Examples

- Peer reviewed pubs (co-author-3). Invited reviews (author-1, co-author-1). Submitted peer review pubs (co-author-2). Abstracts (author-1, co-author-4). Invited lectures-2. Other, as listed in detailed descriptions below. [Followed by lengthy bibliography of publications]

COMMENT: This statement was excessively lengthy. A much better way of presenting this employee's apparently substantial contribution by publishing scientific papers might have read, "Employee published numerous technical articles in the areas of <list of pertinent technical topics> that advanced the organization's mission by <state goal(s)>."

Supervisor Assessment Examples

Factor 6 Resource management-Some Good Examples

- Handled timely procurement actions for DARPA resulting in \$2M in new contracts and associated reimbursable salary and travel funds being brought into the organization.
- While at <external organization> I was a leading force in defining, developing, and implementing a successful strategy to align <that organization> along mission areas resulting in improved focus on the war fighter.

COMMENT: This is an excellent example of contribution while serving outside the laboratory environment

- Due to my initiative in seeking outside work, my branch received critical FAA endorsements for OSD-sponsored projects to be conducted within this division

Supervisor Assessment Examples

Factor 6 Resource Management-A-Not-So-Good Example

- Task manager for XXX. Manager for Task <123> on engineering services contract. Coordinated daily operation of the YYY as principal investigator.

COMMENT: Statements should not be so cryptic. Even for highly classified work, a clear statement as to the unclassified outcome of the work in terms of contribution should be spelled out

- Advocated to <a funding agency> on budgetary and programmatic issues for resources.
- Managed and allocated funds for in-house and on-site contractual research.

Employee Self Assessment Summary

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- There are no “bad” contributions; all contribution are good. With CCAS we’re measuring contributions relative to salary level. Our objective is to equitably compensate employees at all levels of contribution.
- Each employee is different, and brings his or hers own unique style to the job